



Assistant General Counsel

DEPARTMENT: Legal Department

REPORTS TO: General Counsel

DEFINITION/PURPOSE:

Provide legal advice to the Fort McDowell Yavapai Nation Tribal Council, tribal departments and economic enterprises. Represent the Fort McDowell Yavapai Nation in matters brought in Tribal, State and Federal court.

ESSENTIAL FUNCTIONS: Essential functions may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

TASKS:

Serves as legal advisor to the Tribal Council, tribal government departments and economic enterprises; Provides legal advice and analysis of tribal, state and Federal laws and regulations; Drafts and revises the Tribal Constitution, Law and Order Code, other tribal laws, ordinances, and policies; Works at hours and times outside of normal business hours and days; Drafts, reviews and recommends changes to contracts; Reviews other agreements, proposals; Represents the Fort McDowell Yavapai Nation in Tribal, State and Federal court actions; Performs other duties as assigned or required.

KNOWLEDGE/SKILLS:

- Knowledge of the Fort McDowell Yavapai Nation Constitution, Law and Order Code, Arizona Revised Statutes, Federal Indian Law, Indian Civil Rights Act, Indian Child Welfare Act, Tribal Case Law, Federal Rules of Evidence;
- Knowledge of contract and employment law;
- Knowledge of state and Federal court protocol, proceedings, and practices;
- Knowledge of legal research utilizing books and electronic research systems;
- Skill in interpreting and applying complex laws, statutes, ordinances, and rules to the facts and evidence in individual cases;
- Skill in drafting complex court orders;
- Skill in utilizing a computer and in software capable of word processing;
- Skill in establishing and maintaining effective and cooperative working relationships with other departments of the Fort McDowell Yavapai Nation, state and Federal officials, departments, and agencies.

MINIMUM QUALIFICATIONS/EDUCATION:

1) An attorney licensed to practice law in the State of Arizona; 2) Two years experience as an attorney; 3) Current AZ drivers license and meet FMVN insurance standards.

POSITION STATUS: Regular-Full-Time

PAYRATE: \$69,965.48 to \$83,958.57

OPEN DATE: March 29, 2011

CLOSE DATE: May 5, 2011

SUBMIT APPLICATION TO:

Fort McDowell Yavapai Nation
Human Resources Department
Attn: Recruiter
P O Box 17779
Fountain Hills, AZ 85269
Phone: 480-789-7119
Fax: 480-816-0419
Email: recruiter@ftmcdowell.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL REQUIRE TO PASS A PRE-EMPLOYMENT DRUG SCREEN
AND COMPLETE A BACKGROUND CHECK
WHICH MAY REQUIRE FINGERPRINTING**